



Turnover Folders and Desktop Procedures

0615



EDUCATIONAL OBJECTIVES

a. Turnover Folders

**b. Desktop
Procedures**



The continual rotation of officers and key enlisted personnel often results in a lack of expertise and continuity associated with many day-to-day operations.



Although not mandatory, the establishment and proper use of desktop procedures and turnover folders will assist greatly in alleviating this situation.



TURNOVER FOLDER

- (a) Letter or special order assignment for billet (if required).**
- (b) Organizational chart.**
- (c) Billet description.**
- (d) Special duties and tasks.**
- (e) A copy of pertinent references and a history of command-issued directives over which the individual**



TURNOVER FOLDER

- (f) Points of contact by command, billet, grade, name, and phone number.**
- (g) Problem areas sufficiently defined.**
- (h) Status of pending projects.**



TURNOVER FOLDER

(i) Such other information as may be necessary to provide insight into all tasks incorporated within the billet. This may include policy, management controls, memoranda for the record, etc.

(j) Desktop procedures which define the routine functioning of the billet,



DESKTOP PROCEDURES

Desktop procedures are listings of procedures, references, and other related information concerning the management of a particular billet.



DESKTOP PROCEDURES

These procedures define in writing the routine functioning (who, what, when, where, why, and how) of a billet.



ITEMS CONTAINED IN DESKTOP PROCEDURES

- (a) A brief description of the duties and responsibilities assigned to people under the Marine's cognizance.**
- (b) A resume of the daily routine.**
- (c) Descriptions or charts which reflect the routine flow of paper or work.**



ITEMS CONTAINED IN DESKTOP PROCEDURES

- (d) Work priorities within the office or shop.**
- (e) Required reports and reporting procedures.**
- (f) Past inspection results and internal inspection procedures.**



CONTENT

TABS- A

1. Organizational information

- Chain of Command**
- Organizational Chart**
- Company T/O**
- Company Strength/MOS/Rank
break downs**

2. Company Alpha Roster



CONTENT

TAB^S- B

1. Special duties and tasks that may be assigned including information about who, what, when, where and why.

2. Recurring reports and events schedules

Daily, Weekly, Monthly, Quarterly,



CONTENT

TAB S C

1. Points of Contact

- Type contact (maintenance, housing, Red Cross, etc.)**
- Name**
- Grade**
- Unit and Billet**
- Phone Number**
- Location (Bldg. #/address)**
- Owed favors and favors owed.**



CONTENT

***TAB -
D***

- 1. Local policy memorandums**
 - Copies when possible.**
 - Listing and location if no copies can be made.**



CONTENT

TABS- E

1. Information on key personnel.

- Bn Cmdr: Likes, dislikes, temperament, personality, quirks, buzzwords, his/her philosophy of command.**
- Co Cmdr: Same as above.**
- Staff Officers**
- Co Officers**
- Co SNCOs: Strengths and weaknesses. Promotion standing (never been in zone, Selected for , Passed over, etc) Personal/social**



CONTENT

TAB § -

F

NCO information.....Same as SNCO



CONTENT

TAB^S G

-Listing of events that may be too large to keep in a turnover folder and is located in a separate binder/folder.

-Last Change of Command

-Last Post and Relief



CONTENT

TAB^S -

- 1. Check ^Hlists for;**
 - Deployments**
 - UAs**
 - Leave**
 - TAD**
 - Schools**



QUESTIONS

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